

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
22-1	January 6, 2022	January 27, 2022

- POSITION:** Clerk I/Deeds & Records – Clerk & Recorder’s Office
- LOCATION:** Big Horn County Courthouse in Hardin, Montana
- SALARY:** Starting \$13.10 per hour/negotiable based on experience, plus benefits
- SCHEDULE:** 8:00 a.m. - 5:00 p.m., Monday-Friday
- MAJOR DUTIES:** Under general supervision, performs a variety of clerical duties in support of the Clerk and Recorder’s office. Computer skills required. Physical demands include standing, walking, bending, prolonged sitting, stooping and lifting up to 35#’s (greater with assistance). Other duties as assigned (job description available on request).
- BENEFITS:** 4 employee health plans with costs for employee ranging from \$43.50 to \$0 per pay period. A High Deductible plan-\$0 cost to employees with \$732 per year directed to a Health Savings Account for full time, eligible employees. Affordable Vision and Dental plans for employees. Montana Public Employee Retirement plan. Paid Vacation and Sick leave and Holidays. Employees provided \$25,000 of Life Insurance and affordable, voluntary, supplemental Life and AD&D insurance up to \$100,000 upon enrollment. Free Wellness Screenings. Discounted Gym Membership.
- QUALIFICATIONS:** Any combination of education and experience equivalent to graduation from high school; computer skills required; familiarity with legal descriptions desirable. Must possess the ability to meet the public and communicate with understanding and clarity; must be friendly, professional, tactful, and courteous at all times. Must possess a valid Montana Driver License and must be an insurable driver.
- TESTING:** A written test and oral interview will be administered.
- PRE-EMPLOYMENT TESTING:** The successful applicant must undergo pre-employment drug and alcohol testing.
- HOW TO APPLY:** Submit a Big Horn County application (include driving record, if from a state other than Montana in last three (3) years) to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email humanresources@bighorncountymt.gov.
- DEADLINE:** Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.